

Submit Attachments

Note: Information used to complete examples is fictitious.

TAR Menu

eTAR Medical Tutorials

Welcome to the Treatment Authorization Request (TAR) menu. Please choose from one of the following options:

- Create a New TAR
- Update an existing TAR
- Upload TAR Attachments
- Inquire
- View TAR
- Code Search

Click the **Upload TAR Attachments** link from the TAR Menu.

In this tutorial, you will learn how to upload attachment(s) for an eTAR.

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Click the **Upload TAR Attachments** link from the TAR Menu.

Update TAR

eTAR Medical Tutorials

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider #0123456789

* Original Recipient ID #

* Original TAR #

Type the original recipient ID number in the **Original Recipient ID #** field.

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eTAR Medical Tutorials

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eTAR Medical Tutorials

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Click **Submit Attachment**.

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Treatment Authorization Request

eTAR Medical Tutorials

The information you entered has passed validation. Click on Continue to send your attachments or Cancel to return to the TAR Menu.

Verify that all information is correct before you submit your eTAR.
Be sure the following statement is accurate before submitting your eTAR:

"To the best of my knowledge, the information entered in this electronic submission is true, accurate and complete and the requested services are medically indicated and necessary to the health of the patient."

Continue

Cancel TAR Update

Click **Continue**.

Verify the statement shown above is accurate.

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Click **Continue**.

TAR Attachment Uploads

[eTAR Medical Tutorials](#)
[eTAR Pharmacy Tutorial](#)

TCN:	0400028723	FAX Number:	
Provider ID:	0123456789	Recipient ID:	90001741D
Provider Cntl Nbr:			

Medi-Cal recommends that image attachments be grayscale, between 150 and 300 DPI
Medi-Cal only accepts attachments with the following file extensions:
.jpg, .jpeg, .gif, .png, .tif, .tiff, .bmp, .pdf, .txt

Enter the file name(s) to upload

The **TCN**, **Provider ID** and **Recipient ID** fields are pre-populated based on the current eTAR being submitted.

Complete all other fields as necessary.

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Complete all other fields as necessary.

Enter the file name(s) to upload

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

Click **Browse** to locate the file to attach.

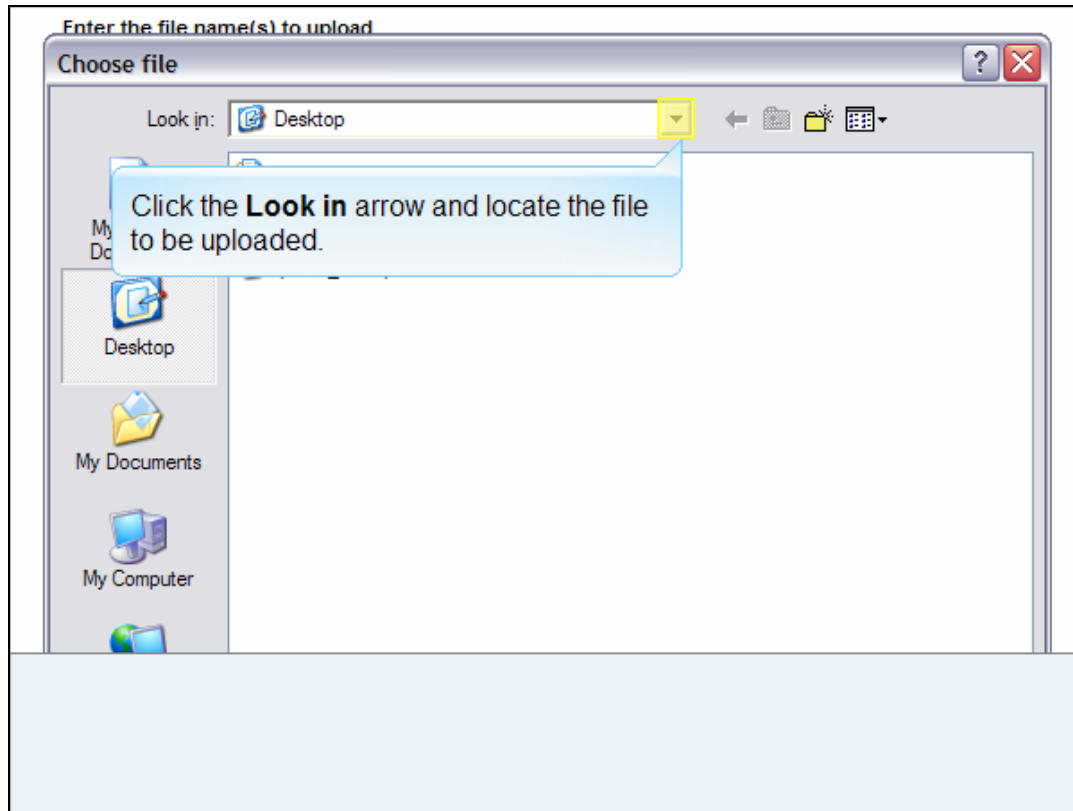
Use the Browse button to select the file name from your PC.
After selecting the file(s), click on the Upload File button to upload the file to Medi-Cal.

Note: Medi-Cal now accepts attachments with the following file extensions:
.jpg, .jpeg, .gif, .png, .tif, .tiff, .bmp, .pdf, and .txt.
Medi-Cal recommends that image attachments be grayscale, between 150 and 300 DPI.

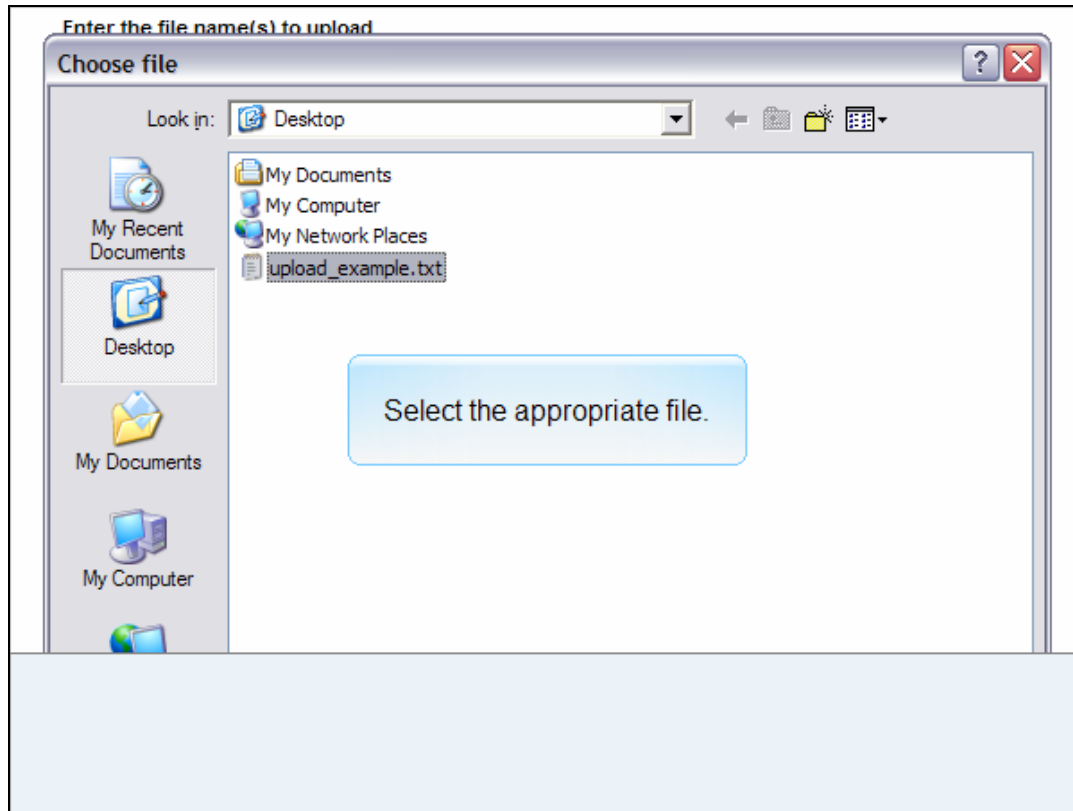
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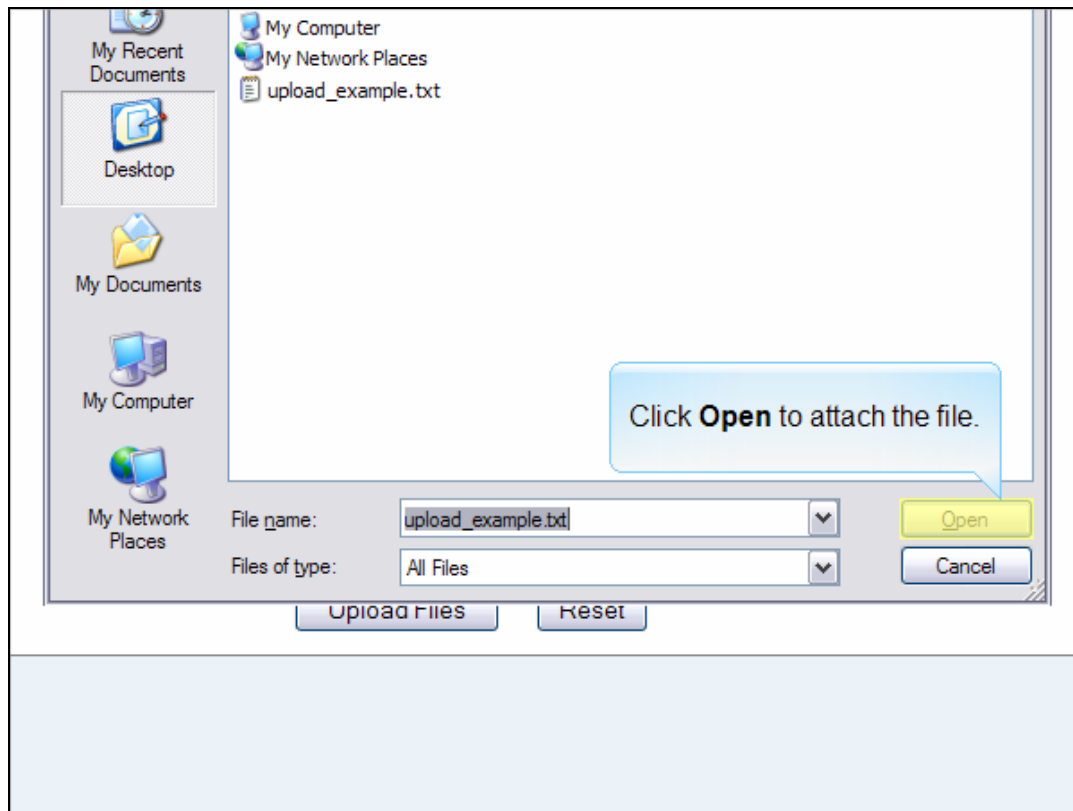
Click **Browse** to locate the file to attach.



Click the **Look in** arrow and locate the file to be uploaded.



Select the appropriate file.



Click **Open** to attach the file.

Enter the file name(s) to upload

D:\Documents and Settings\Settir	Browse...
	Browse...
	Browse...
	Browse...

Click **Upload Files**.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Click **Reset** to clear all attachments you selected to upload.

Use the Browse button to select the file name from your PC. After selecting the file(s), click on the Upload File button to upload.

Upload Files Reset

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

For additional attachments, click the next **Browse** button to locate another file to upload.

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

Click **Reset** to clear all attachments you selected to upload.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Click **Upload Files**.

TAR Attachment Upload Status

[eTAR Medical Tutorials](#)
[eTAR Pharmacy Tutorial](#)

Thank you for uploading your TAR attachment(s) for TCN 0400010093.
The attachment was saved successfully.

Please verify the following information about your attachment file(s);
D:\Documents and Settings\Desktop\upload_example.txt

Your tracking number is: 1881

Start time ==> 2005.12.07 at 13:51:38 PST
End time ==> 2005.12.07 at 13:51:38 PST
Total time ==> 0 seconds.

[Return to TAR Menu](#)

When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.
From this page, you can verify that the attachments you selected have been uploaded successfully.

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[Return to TAR Menu](#)

[Return to Pharmacy Online TAR](#)

Click the **Return to TAR Menu** link to return to the TAR main menu.

Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu.

Click the **Return to TAR** Menu link to return to the TAR main menu.

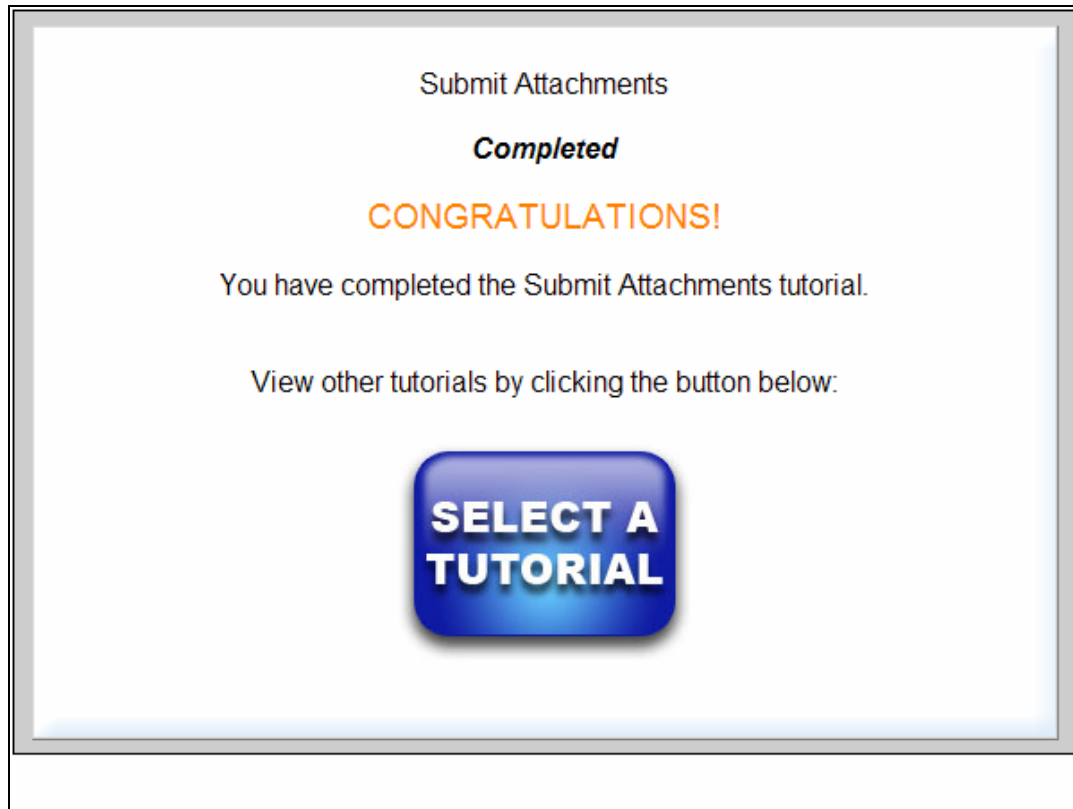
Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu.

Remember

- Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.
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Submit Attachments

Completed

CONGRATULATIONS!

You have completed the Submit Attachments tutorial.